

SUBURBAN METRO JOINT INSURANCE FUND

November 15, 2021

Via Zoom Teleconference

9:30 AM

The meeting was called to order by Steven Rovell. Open Public Meeting Notice read into record.

ROLL CALL OF 2021

Mauro Tucci, Chair
Steve Rovell, Sec
Erin Delaney
John Serapiglia, Jr.
Intashan Chowdhury
Joseph Catenaro
Carrie Nawrocki
Allan Susen
David DiPisa
Richard Budris
Keri Eglentowicz
Charles Cuccia

FUND COMMISSIONERS:

Township of Nutley Absent
Belleville Township Present
City of Garfield Present
Passaic Manchester Regional HS Absent
Borough of Prospect Park Absent
Fairfield Township Present
Hudson Reg'l Health Commission Absent
Borough of Haledon Absent
Nutley Board of Education Absent
Essex Reg'l Health Commission Present
Town of Secaucus Present
Little Falls Township Present

2021 FUND COMMISSIONER ALTERNATES:

Anthony Iacono Belleville Township Absent
Brian Zinn Manchester Regional HS Absent
Christa DiBenedetto Hudson Reg'l Health Commission Present
Leena Abaza Borough of Haledon Absent
Juan Cordero Essex Reg'l Health Commission Absent

APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator

Perma Risk Management Services
Cathleen Kiernan

Attorney

Piro, Zinna, Cifelli, Paris & Genitempo
James Piro, Esq.

Claim Services

Qual-Lynx
Claudia Acosta

Treasurer

William Homa

Safety

J.A. Montgomery Consulting
Brian Maitland

Underwriter

Conner Strong & Buckelew
Edward Cooney

Managed Care

FMCO
Alyssa Hrubash

OTHERS PRESENT:

Bob Searle, RMC
Mary Fenui, Nutley
John Calandriello, RMC
Karen Waters, RMC
Joe Rude, RMC
Caty Lambe, Qual-Lynx
Michael Thompson, J.A. Montgomery
Tracy Lopez, Perma

APPROVAL OF MINUTES: October 19, 2021 – Open Minutes

MOTION TO APPROVE OPEN MINUTES AS NOTED ABOVE

MOTION: Commissioner Catenaro
SECOND: Commissioner Cuccia
VOTE: Unanimous

Correspondence

Executive Director referred to correspondence from the Township of Livingston wherein they are requesting a waiver from the Suburban Metro JIF to join the Morris County JIF. The Township is located geographically in Essex County; normal process would be for the Suburban Metro JIF to quote on membership however, the MEL instituted a peer review process avoiding competition among member funds, allowing for potential members to request a waiver. The MEL allows for an appeal process should the Suburban Metro JIF deny this request. Executive Director also noted that the Fund has quoted coverage several times in the past without success.

MOTION TO APPROVE WAIVER REQUEST FROM THE TOWNSHIP OF LIVINGSTON FROM THE FUND FOR POTENTIAL MEMBERSHIP IN THE MORRIS COUNTY JIF

MOTION: Commissioner Eglentowicz
SECOND: Commissioner Budris
VOTE: Unanimous

EXECUTIVE DIRECTORS REPORT

2022 Budget and Assessments

Executive Director said during the October meeting, the Fund introduced a proposed budget for the Fund year 2022. Enclosed is the 2022 proposed budget and assessments which does not included the Towns of Secaucus as we await their final decision of membership renewal. As recommended by the Finance Committee the professionals fees have increased by 2% however are subject to change for some based on the Town of Secaucus. As a reminder, the Risk Management Plan allows for stranded costs associated with a member does not renew coverage.

In response to Fund Attorney, Executive Director said state regulations would have to be reviewed to allow for a November 1st final decision of membership renewal; currently the deadline for notice of a members intention or the Fund intentions not to provide renewal is October 1st.

Executive Director referred to the 2022 assessments at a 2.8% increase and also outlines the minimum/maximum retrospective premiums per member. The retrospective premium program was

put in place in 2011 and allows for an additional premium should a member exceed their loss funds; a 10% cap on the maximum is in place for the 2022 Fund year with exception to Nutley Board of Education.

MOTION TO OPEN THE PUBLIC HEARING ON THE 2022 BUDGET AND ALLOW FOR DISCUSSION ON THE 2022 BUDGET AND ASSESSMENTS

MOTION: Commissioner Catenaro
SECOND: Commissioner Budris
VOTE: Unanimous

Hearing no further comments,

MOTION TO CLOSE THE PUBLIC HEARING

MOTION: Commissioner Catenaro
SECOND: Commissioner Eglentowicz
VOTE: Unanimous

MOTION TO APPROVE THE 2022 BUDGET AND CERTIFY THE ASSESSMENTS

MOTION: Commissioner Catenaro
SECOND: Commissioner Cuccia
VOTE: Unanimous

Residual Claims Fund

Ms. Lopez said the public hearing on the RCF 2022 budget was held on October 20, 2021 at the Forsgate Country Club and the 2022 budget was adopted. A copy of Commissioner Catenaro's report was reviewed as distributed.

The Fund should nominate its 2022 representative and alternate to the RCF. Currently, Commissioner Catenaro is the RCF representative and Chairman Tucci is the alternate representative.

MOTION TO NOMINATE COMMISSIONER CATENARO TO SERVE AS THE FUND'S REPRESENTATIVE TO THE RCF AND CHAIRMAN TUCCI TO SERVE AS THE FUND'S ALTERNATE REPRESENTATIVE TO THE RCF.

MOTION: Commissioner Eglentowicz
SECOND: Commissioner Delaney
VOTE: Unanimous

Claim Transfers

Ms. Lopez said all members of the RCF are being asked to adopt resolutions at their November/December meetings to transfer their 2017 claim liabilities to the RCF. Assessments to local JIFs will be determined by the valuation as of December 31, 2021. Resolution# 28-21 was reviewed as distributed.

MOTION TO ADOPT RESOLUTION #28-21 AUTHORIZING THE SUBURBAN METRO JIF MEMBERS TO TRANSFER THEIR FUND YEAR 2017 CLAIM LIABILITIES TO THE RCF.

MOTION: Commissioners Catenaro
SECOND: Commissioner Budris
VOTE: Unanimous

E-JIF Report

Ms. Lopez said the public hearing on the EJIF 2022 budget was held on October 20, 2021 at the Forsgate Country Club and the 2022 budget was adopted. A copy of Commissioner Catenaro's report was reviewed as distributed.

The Fund should nominate its 2022 representative and alternate to the EJIF. Currently, Commissioner Catenaro is the Fund's MEL representative and Chairman Tucci is the alternate representative.

MOTION TO NOMINATE COMMISSIONER CATENARO TO SERVE AS THE FUND'S REPRESENTATIVE TO THE EJIF AND CHAIRMAN TUCCI TO SERVE AS THE FUND'S ALTERNATE REPRESENTATIVE TO THE EJIF.

MOTION: Commissioner Eglentowicz
SECOND: Commissioner Delaney
VOTE: Unanimous

MEL Report

Ms. Lopez said the MEL met on October 20, 2021 at the Forsgate Country Club and scheduled its public hearing for 12:30 on November 17, 2021 in the Steel Pier Room at the Sheraton Hotel, Atlantic City, NJ. A copy of Commissioner Catenaro's report was reviewed as distributed.

The Fund should nominate its 2022 representative and alternate to the MEL. Currently, Commissioner Catenaro is the Fund's MEL representative and Chairman Tucci is the alternate representative.

MOTION TO NOMINATE COMMISSIONER CATENARO TO SERVE AS THE FUND'S REPRESENTATIVE TO THE MEL AND CHAIRMAN TUCCI TO SERVE AS THE FUND'S ALTERNATE REPRESENTATIVE TO THE MEL.

MOTION: Commissioner Eglentowicz
SECOND: Commissioner Delaney
VOTE: Unanimous

MEL Special Meeting

Executive Director said a Special Meeting of the MEL has also been scheduled for Monday, November 15, 2021 at 11:00 am. The purpose of the meeting is to provide a status on the membership of the Middlesex County Municipal Joint Insurance Fund. The MEL has allowed for conditional membership at an attachment point for excess coverage starting at \$1,000,000 based on conditions set forth. This meeting is to obtain their status on meeting those requirements as requested by Mr. Grubb.

Employment Practices Compliance Program

Please visit the MEL webpage to review all the elements of the MEL's EPL Compliance Program; the deadline for updates was November 1, 2021. Please use the following link to view an outline of the MEL program and its model documents: <https://njmel.org/insurance/public-officials/risk->

[management-program/](#). Executive Director noted that we are passed the deadline of November 1st however we continue to follow up with members for submission of their check lists to the fund office for our submission to the carrier for final determination of coverage. Executive Director encouraged members to continue the process and submit their checklists if not done by year end as coverage is a claims made policy; updates can be made at the time of submitting the check list however it will not be retroactive to January 1st.

2021/2022 Elected Officials Training

The MEL's annual elected officials training program will focus on "Risk Management". Sessions are scheduled at the League of Municipalities Conference for Tuesday, November 16th at 3:45 pm at Caesars (Empire Room A) and on Wednesday, November 17th at 3:45 pm at the Convention Center (Room 302). Notice was emailed to Fund Commissioners and Risk Management Consultants. A copy of the notice is included for review.

The MEL will provide a credit of \$250 against each member's assessment for each municipal elected official and authority commissioner who completes the course by May 1, 2022. The credit will continue to be extended to the member's CEO (i.e. municipal manager/administrator or authority executive director). The maximum credit will be capped based on member's assessment.

League Magazine Ad

Ms. Lopez referred to the latest in the series of "Power of Collaboration ads that will appear in the League of Municipalities magazine. The ad highlights the MEL Safety Institute Leadership Academy, which is a four-part course to review risk management and workplace challenges facing public sector managers. Enrollment in the MEL Safety Institute Leadership Academy will be available February 2022.

D2 Cybersecurity – Status Report

Ms. Lopez referred to the monthly status report from the cyber security provider which recaps member participation and training to date.

Qualified Purchasing Agent

Ms. Lopez said the Board of Commissioners authorized the hiring of The Canning Group as the Qualified Purchasing Agent for Competitive Contract Procedures for the 2021 Fund year, enclosed you will find proposal from the QPA to provide services for the 2022 Fund year at a proposed fee of \$7,000.00

MOTION TO ACCEPT THE PROPOSAL FROM THE CANNING GROUP FOR THE 2022 FUND YEAR AT A FEE OF \$7,000.00.

MOTION:	Commissioner Budris
SECOND:	Commissioner Cuccia
VOTE:	Unanimous

December Meeting / January Reorganization

Ms. Lopez noted that although the Fund is scheduled to meet on December 17th, in past years the Board of Commissioners has cancelled the December meeting and authorized the Treasurer to process contracted expenses, it would be the decision of the Board to cancel the December meeting. The Fund's Reorganization meeting is scheduled for Tuesday, January 18, 2022 at 9:30 via Zoom.

MOTION TO CANCEL THE DECEMBER 17TH MEETING AND AUTHORIZE THE TREASURER TO PROCESS CONTRACTED EXPENSES.

MOTION: Commissioner Budris
SECOND: Commissioner Eglentowicz
VOTE: Unanimous

After some discussion, the Board of Commissioners agreed to continue to meet via Zoom virtually under the current Executive Order and comply with all decisions as provided by the State until such time the decision to meet in person is met.

Due Diligence Reports

Executive Director reviewed the September reports which included the Financial Fast Track, Loss Ratio Analysis by fund year and line of coverage, Claim Activity Report, Lost Time Accident Frequency, Lost Days Report and MSI Usage report. In addition, the Regulatory Checklist, EPL/POL status report and the current list of Risk Management Consultant agreements were reviewed.

TREASURER REPORT

Fund Treasurer referred to the bill lists included within the agenda. The October treasurer reports were reviewed as distributed inclusive of the JCMI Executive Summary.

November Bill List – Resolution 29-21:

FUND YEAR	AMOUNT
2021 Fund Year	\$ 84,311.12
Total	\$ 84,311.12

CONFIRMATION OF CLAIMS PAYMENTS/CERTIFICATION OF TRANSFERS FOR THE MONTH OF OCTOBER 2021:

2017:	\$	9,026.85
2018:	\$	42,628.00
2019:	\$	37,922.25
2020:	\$	35,517.63
2021:	\$	245,099.37

MOTION TO APPROVE RESOLUTION 29-21 NOVEMBER BILL LIST AND APPROVE THE CERTIFICATION OF OCTOBER CLAIM PAYMENTS AND RECOVERIES AS SUBMITTED IN ADDITION TO THE TREASURER REPORT AS PRESENTED.

MOTION: Commissioner Cuccia
SECOND: Commissioner Delaney
VOTE: Unanimous

Treasurer's Report & Investment Report made part of the minutes.

ATTORNEY

Fund Attorney reviewed the agenda report as distributed, of note, under new workers compensation cases, Brown v. Nutley BOE outlines another workers compensation claim associated with use of a ladder which continues to be a problematic.

Attorney Report made part of the minutes.

UNDERWRITING MANAGER

Underwriting Manager referred to the underwriting renewal memo and noted critical items associated with the renewal; at this time we are satisfied with the renewals submitted. As a reminder, with regards to the Cyber Risk Management ProgramV2, the prior program will expire at year end, all members must be approved for version two of the program beginning January 1, 2022. The current status report was reviewed as distributed.

MANAGED CARE

Managed Care provider reviewed the agenda report as distributed for the month of October which outlines the total provider bills of \$150,406 repriced at \$53,679 resulting in a savings of \$96,726 or 69%. There were a total of 12 cases managed outlined within the report.

Managed Care Report made part of the minutes.

SAFETY DIRECTOR

Safety Director referred to the safety report as distributed outlining October activities and loss control surveys. Safety Director reminded members that communications are now being sent by the MSI mobile application followed by the bi-monthly newsletter distributed via email. Safety Director also reviewed the MSI NOW & MSI DVD activity.

CLAIMS SERVICE

Closed Session

MOTION TO ENTER INTO CLOSED SESSION FOR REVIEW OF PARS AND MEMBERSHIP CONSIDERATION

MOVED: Commissioner Catenaro
SECOND: Commissioner Cuccia
VOTE: Unanimous

MOTION TO RETURN TO OPEN SESSION:

MOVED: Commissioner Rovell
SECOND: Commissioner Catenaro
VOTE: Unanimous

MOTION TO PROVIDE QUOTE TO THE BOROUGH OF EAST NEWARK SUBJECT TO A SATISFACTORY LOSS CONTROL INSPECTION AND EPL/POL CARRIER QBE AUTHORIZATION TO APPROVE COVERAGE EFFECTIVE JANUARY 1, 2022.

MOTION: Commissioner Catenaro
SECOND: Commissioner Eglentowicz
VOTE: Unanimous

MOTION TO APPROVE PAYMENT AUTHORITY REQUESTS FOR FILE NUMBERS AS SUBMITTED BY THE CLAIMS ADMINISTRATOR FOR THE MONTH OF NOVEMBER 2021.

MOVED: Commissioner Catenaro
SECOND: Commissioner Eglentowicz
VOTE: Unanimous

OLD BUSINESS:

Executive Director said there may be a possibility to hold a meeting for membership consideration once geographic determination is confirmed for the Township of Livingston for the Morris JIF, if the determination does not fit, coverage consideration may be needed from the Suburban Metro JIF at which time a December meeting may be needed at which time the Board of Commissioners will be contacted.

NEW BUSINESS:

None.

PUBLIC COMMENT:

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MOTION TO ADJOURN:

MOVED: Commissioner Eglentowicz
SECOND: Commissioner Catenaro
VOTE: Unanimous

MEETING ADJOURNED: 10:30 AM

SUBURBAN METRO JOINT INSURANCE FUND
 (formerly Suburban Essex Joint Insurance Fund) **BILLS LIST**

Resolution No. 29-21

NOVEMBER 2021

WHEREAS, the Treasurer has certified that funding is available to pay the following bills:

BE IT RESOLVED that the Suburban Essex Joint Insurance Fund's Executive Board, hereby authorizes the Fund treasurer to issue warrants in payment of the following claims; and

FURTHER, that this authorization shall be made a permanent part of the records of the Fund.

<u>FUND YEAR 2021</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
002150			
002150	FIRST MANAGED CARE OPTION	MANAGED CARE SERVICES 11/21	12,395.00
			12,395.00
002151			
002151	QUAL-LYNX	CLAIM ADJUSTING SERVICES 11/21	28,430.40
			28,430.40
002152			
002152	J.A. MONTGOMERY RISK CONTROL	SAFETY DIRECTOR FEE 11/21	6,290.67
			6,290.67
002153			
002153	DYNAMIC TESTING SERVICES LLC	SECAUCUS 11.4.21	259.81
002153	DYNAMIC TESTING SERVICES LLC	BELLEVILLE 11.4.21	214.34
			474.15
002154			
002154	PERMA RISK MANAGEMENT SERVICES	POSTAGE 10/21	49.17
002154	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 11/21	23,506.11
			23,555.28
002155			
002155	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING SERVICES 11/21	2,840.91
			2,840.91
002156			
002156	PIRO, ZINNA, CIFELLI, PARIS &	ATTORNEY FEES 10/21	7,383.91
			7,383.91
002157			
002157	WILLIAM M. HOMA, CPA	TREASURER FEE 11/21	1,364.50
			1,364.50
002158			
002158	NEWTECH SERVICES, INC.	MONTHLY WEB MAINT/HOST & DR 11/21	178.50
			178.50
002159			
002159	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER FEE 11/21	762.00
			762.00
002160			
002160	THE CANNING GROUP LLC	QPA SERVICES 10/1/21-10/31/21	583.33
			583.33
002161			
002161	ACCESS	ACCT #415 - ARC. AND STOR. - 9.30.21	52.47
			52.47
		Total Payments FY 2021	84,311.12
		TOTAL PAYMENTS ALL FUND YEARS	84,311.12